

31 January 1997

Communications



HOLDOVER

“The basic publication has been revised; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remain unaffected.”

(Basic: AFI33-106, 1Sep 97; AETC Sup, 9 Jul 98)

MANAGING HIGH FREQUENCY RADIOS, LAND MOBILE RADIOS, AND THE MILITARY-AFFILIATED RADIO SYSTEM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

AFI 33-106, 1 Feb 96, is supplemented as follows. This supplement also applies to associate units.

4. Procedures for managing Land Mobile Radio (LMR) equipment on SAFB are as follows:

4.1. All base and tenant organization commanders will designate a person as the central point for the accountability of all LMRs and pagers.

4.2. All LMR equipment at Sheppard AFB is government-owned and is maintained under a maintenance blanket purchase agreement. Specific information on initial purchase, maintaining, or replacing LMRs can be obtained by contacting the Base LMR Systems Manager (82 CS/SCXH).

4.3. Operator maintenance is not authorized and any user attempts to repair, relocate, or tamper in any way with LMR equipment may result in user liability.

4.4. All new LMR requirements, upgrades, or increases in authorization must be processed through 82 CS/SCXH to analyze local requirements and ensure they comply with local 82 TRW procedures restricting the acquisition of LMR equipment to mission essential needs.

4.5. No equipment will be procured or added to existing LMR nets solely because the allowance exists in TA660. Squadron commanders must sign the unit approval authority block for all LMR equipment requests, AF Form 3215, C4 Systems Requirement Document.

4.6. All replacement requirements will be approved or disapproved by the 82 TRW/CSO after they have been processed through 82 CS/SCXH in accordance with AFI 33-106.

4.6.9. LMR networks will not be used to discuss classified information unless appropriate COMSEC-equipped LMR's are used. Do not talk around classified information using an unsecured system.

4.6.15. (ADDED)(SAFB) Establish a network managers education program and will publish a net manager's guide and a customer's education pamphlet. MAJCOM and local policies will be included in all pamphlets and guides.

4.6.16. (ADDED)(SAFB) Advise all supervisors and operators of their custodial responsibilities of the LMR equipment they are operating. Any loss or damage to equipment due to perceived misuse will result in the completion of a report of survey (AFI 23-220) prior to repair or replacement of the equipment. The LMR Management Information System (MIS) is the single point of control for location of base LMR assets. A signed annual inventory will be an official document for unit assets and reconciliation of the base LMR assets.

4.6.17. (ADDED)(SAFB) The Base LMR Manager is responsible for initiating an annual revalidation/inventory of LMRs, pagers, and cellular telephones. Using organization net managers and supply custodians are responsible for conducting annual physical inventories or inspections in conjunction with the revalidation of their assets.

4.7. Base activities requiring LMR equipment will coordinate with the Base LMR Manager before submitting an AF Form 601, Equipment Action Request, AF Form 2005, Issue/Turn-In Request, or AF Form 3215, C4 System Requirement Document, to either their unit resource manager, Base Contracting, or Base Supply.

4.8. LMR network restoration will be prioritized according to prescribed guidelines. Restoration procedures in 4.9 of this supplement apply to LMR equipment components,

- base stations, repeaters, telephones interface equipment;
- remote control units;
- mobile radios, convert-a-coms; and portable radios.

4.9. Equipment will be restored in order of the priority of the network supported. Base stations and primary mission essential remote control units will be repaired first. Network restoration priority is as follows:

4.9.1. Fire/Crash (Nets A-C)

4.9.2. Security Police (Nets A&B)

4.9.3. Hospital Ambulance

4.9.4. 82 TRW Commander (Nets A&B)

4.9.5. AFOSI (Nets A&B)

4.9.6. Communications Outage

4.9.7. Maintenance Expedite/Base Supply

4.9.8. 80th Maintenance (Nets A&B)

4.9.9. Disaster Preparedness

4.9.10. Base Operations/Ramp Control

4.9.11. Base Paging

4.9.12. Civil Engineer

4.9.13. Motorpool/Base Taxi

4.9.14. Communications/NAVAIDS

4.9.15. Parasail

4.9.16. Exercise Evaluation Team

4.9.17. Prime Beef (Nets A&B)

4.9.18. Medical Readiness Training (Nets A&B)

4.9.19. AGE Training Support

4.9.20. Antenna Maintenance Training

NOTE: If more than 50 percent of the portable units on any network are inoperative, the response priority will be upgraded until the problem is corrected. During a state of increased readiness (exercise or actual emergency), the Security Police and AFOSI radio assets will be maintained on a number one priority basis. Pagers will be handled on the same individual basis using the same priority system. Owning units will be responsible for the repair and upkeep of cellular telephones.

4.10. Report malfunctioning LMR equipment to 82 CS/SCXH. Report all after-hour emergencies to 82 CS/SCMJ, Job Control.

4.11. (ADDED)(SAFB) Equipment custodians will maintain a copy of the signed annual inventory. It will be used as a source document for equipment accountability.

4.12. All agencies using LMRs will ensure all users sign a consent to monitor document. This document states that by using the radio you are giving your consent to be monitored at all times. A consent to monitor document can be obtained through 82 CS/SCBS. The unit must keep the document on file and send a copy to 82 CS/SCBS.

5. Procedures for managing cellular telephones (CTs) on SAFB are as follows:

5.1. All base and tenant organization commanders will designate a person as the central point for accountability of all CTs. Commanders will also designate a person as the central point for CT bill certification.

5.2. The Base Communications/Computer Systems Officer (82 TRW/CSO) is responsible for establishing procedures for managing the CT program.

5.3. The 82 CS/SCXH will analyze local requirements and restrict the acquisition of CTs to mission essential needs. All requests for CTs must satisfy questions contained in AFI 33-106/AETC Sup 1 CELLULAR TELEPHONE ACQUISITION DECISION MATRIX.

5.4. All new requirements will be engineered to fulfill the requests stated on the AF Form 3215, C4 Computer

Systems Requirement Document, or AF Form 601, Equipment Action Requests. Squadron commanders must sign all requests for cellular telephones.

5.5. All government CTs will not be used for personal use except in an emergency.

5.6. (ADDED)(SAFB) Agencies using CTs will ensure all users sign a consent to monitor document. This document states that by using the cellular telephone you are giving your consent to be monitored at all times. A consent to monitor document can be obtained through 82 CS/SCBS. The unit must keep the document on file and send a copy to 82 CS/SCBS.

5.7. (ADDED)(SAFB) Non STU-III CTs are not secure means of transmission and can not be used for command and control for any government activities IAW AFI 33-106, Attachment 5.

5.8. (ADDED)(SAFB) All units owning government funded CTs will appoint a single point of contact (POC) in writing to 82 CS/SCXH. The POC will be responsible to certify monthly cellular bills using DD Form 250, Material Inspection and Receiving Report.

19. (ADDED)(SAFB) **Reports of Survey.** Using organization LMR net managers will familiarize themselves with Air Force, MAJCOM, and local directives regarding processing reports of survey. An AF Form 198, Report of Survey, or a commander's release of responsibility letter is required on all LMR assets that fall into one of the following categories: equipment damaged through negligence, abuse, or accident; equipment lost or stolen; and all damaged or loss resulting from other than normal equipment use.

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